

MPR 3410.1

REVISION F

EFFECTIVE DATE: January 17, 2006

EXPIRATION DATE: January 17, 2011

MARSHALL PROCEDURAL REQUIREMENTS

HS01

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Marshall Procedural Requirements HS01		
Training	MPR 3410.1	Revision: F
	Date: January 17, 2006	Page 2 of 15

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	Document converted from MSFC-P18.1 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	10/5/99	<p>Organization Code changed from COO1 to CD01.</p> <p>P.4 f. NPG 7120.5A NASA Program and Project Management Processes and Requirements was added.</p> <p>1.5 Office was changed to Department. MSFC organizations Employee and Organizational Development Office and Human Resources Office provides civil service personnel position related education and training for administrative and technical skills was changed to The Human Resources Department determines the qualification of the employee.</p> <p>1.9 Office was changed to Department.</p> <p>2.1 Office was changed to Department.</p> <p>3. Procedures Office was changed to Department.</p> <p>Add 3.2 to 3. Procedure:</p> <p>Developmental Programs, such as the Academic/Full-Time Study, Leadership/Executive, Professional Intern, etc: are described in the Employee and Organizational Development Department Level 4 Documents. For the Programs that interface with the Center, call letters providing information and instructions for input/response are periodically issued to all/appropriate organizations.</p> <p>Modify first paragraph in 3. Procedure to 3.1</p> <p>Actionee/Action changes from 3.1 thru 3.15 to 3.3.1 thru 3.1.15.</p> <p>Notes 2. Add cancelled to MM 5310.3.</p> <p>Added 3.3, 3.3.1, 3.3.2, and Figure 1 Industrial Safety Training.</p> <p>Added 3.4 Program & Project Management Processes and Requirements.</p>
Revision	B	8/18/00	P.4: deleted MM 3000.1; added paragraph 3.2: "Centerwide mandatory training shall require a memorandum from the Center Director"; changed "all" to "responsible" in paragraph 3.5, fourth sentence; deleted paragraph 4 in the Appendix; deleted document MPG 8715.1; and renumbered Flow Diagram.
Revision	C	4/23/01	Added 1.4, Competency, and renumbered remainder of section; added "competency level" to 2.3.1.
Revision	D	8/1/2003	<p>3.5 Deleted: (IDP) shall be developed; Added: (IDP) strongly encouraged and supported.</p> <p>3.1.3 Deleted: For quality & safety certification; 4.1.4 Added physician signature and MSFC Form 4083/4083-2 for certification instructions.</p>
Revision	E	10/22/2004	<p>Changes per HQ Rules Review Action. Changed font, changed MPG to MPR, changed "will/should" to "shall".</p> <p>3.4 added: Courseware developed by organizations/subject matter experts shall be reviewed once a year, and approved by the SHE Training Committee.</p>
Revision	F	1/17/2006	<p>P.4 Added several Applicable documents and arranged the documents in order of precedence. Changed 2.1.1, 3.1.1, 4.2, A.2.2 Human Resources Dept. to Employee Services & Operations Office & changed 1.10 from E& OD to L&OD. Added 3.4 Approval of Training activities. 3.6 changed strongly encouraged to required. 4.1 Deleted appropriate. 4.1.6, 4.3 Added retention & Disposition of records. A.1 Deleted NOTES. A.4 changed required to shall. Added 3.6 through 3.6.8. Added expanded definition of "employee" to address an NCR.</p>

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Marshall Procedural Requirements HS01		
Training	MPR 3410.1	Revision: F
	Date: January 17, 2006	Page 3 of 15

TABLE OF CONTENTS

Preface

P.1 Purpose
P.2 Applicability
P.3 Authority
P.4 Applicable Documents
P.5 References
P.6 Cancellation

Document Content

1. Definitions
2. Responsibilities
3. Procedure
4. Records
5. Flow Diagram

Appendix

Marshall Procedural Requirements HS01		
Training	MPR 3410.1	Revision: F
	Date: January 17, 2006	Page 4 of 15

PREFACE

P.1 PURPOSE

The purpose of this procedure is to meet the requirements of Marshall Policy Directive (MPD) 1280.1, “Marshall Management Manual,” and to establish and deliver training programs for personnel performing services directly affecting quality. Records of training, qualification, or certification shall be maintained in accordance with this procedure and the NASA Procedural Requirements (NPR) 1441.1, “NASA Records Retention Schedules” (NRRS).

P.2 APPLICABILITY

This Marshall Procedural Requirements (MPR) is applicable to all personnel providing products and services under scope of MPD 1280.1.

P.3 AUTHORITY

MPD 1280.1, “Marshall Management Manual”

P.4 APPLICABLE DOCUMENTS

- a. FTR 301-74, “Conference Planning Federal Travel Regulation”
- b. NPR 1441.1, “NASA Records Retention Schedules” (NRRS)
- c. NPR 7120.5, “Program and Project Management Processes and Requirements”
- d. NPR 8553.1, “NASA Environmental Management System”
- e. MPD 1280.1, “Marshall Management Manual”
- f. MPR 1280.6, “Internal Quality Audits”
- g. MPR 8500.1, “MSFC Environmental Management Program”
- h. MPR 8715.1, “Marshall Safety, Health, and Environmental (SHE) Program”
- i. MWI 3410.1, “Personnel Certification Program”

P.5 REFERENCES

None

Marshall Procedural Requirements HS01		
Training	MPR 3410.1	Revision: F
	Date: January 17, 2006	Page 5 of 15

P.6 CANCELLATION

MPR 3410.1E dated October 22, 2004

*Original signed by
Robin N. Henderson for*

David A. King
Director

Marshall Procedural Requirements HS01		
Training	MPR 3410.1	Revision: F
	Date: January 17, 2006	Page 6 of 15

DOCUMENT CONTENT

1. DEFINITIONS

1.1 Proficiency Examiner. The qualified S&MA person(s) designated to develop or administer exams necessary to achieve the desired proficiency in a specialty or skill. The Examiner also serves as the instructor. Examiners review consultant training courses to ensure technical adequacy.

1.2 Certification (Personnel). The act of verifying and documenting that personnel have completed required training, medical requirements as required, and have demonstrated specified proficiency.

1.3 Certifying Officer. The S&MA person(s) designated to approve personnel for safety certification specialties/skilled operations or the person designated by the contractor to approve contractor personnel for safety certification specialties. .

1.4 Contractor Certifying Officer. The contractor employee who is authorized to approve safety certifications.

1.5 Competency. Properly qualified, capable.

1.6 Employee. For purposes of this MPR, an “employee” is any individual who has been badged by the MSFC Protective Services Office to work at the Marshall Space Fight Center or other MSFC-controlled property or installation. This includes, but is not limited to, civil service employees, contractor employees, grantees, military detailees, co-op students, student interns, senior volunteers, student volunteers, intergovernmental personnel act (IPA) appointees, and research fellows.

1.7 Employee Services & Operations Office. The Employee Services & Operations Office determines the qualification of the employee.

1.8 Instructor. An individual designated by management to develop and administer training.

1.9 Position Description. A document used to describe the duties and requirements of a position.

1.10 Supervisor. The person who directs and evaluates the work of a group of subordinate employees. For the purpose of this instruction, team leaders are not considered supervisors.

1.11 Training/Conference/Symposium. Learning that is provided in order to improve performance on the present job.

1.12 Training Coordinator. The Learning and Organization Development Office person(s)

Marshall Procedural Requirements HS01		
Training	MPR 3410.1	Revision: F
	Date: January 17, 2006	Page 7 of 15

designated to provide the administrative functions of training, scheduling, procurement, and documentation.

1.13 Training Data base. A data base where the course catalog/syllabus and records of employee certification training are retained.

1.14 Acronyms.

1.14.1 Marshall Space Flight Center (MSFC)

1.14.2 On-the-Job Training (OJT)

1.14.3 Safety and Mission Assurance (S&MA)

1.14.4 Safety, Health, and Environment (SHE)

2. RESPONSIBILITIES

2.1 Employee Services & Operations Office shall approve the Standard Form 52 Request for Personnel Actions. Approval signifies that the individual's qualifications for the position have been reviewed and the individual was determined to be qualified for the position.

2.2 Employee shall:

2.2.1 Register, attend, and complete training.

2.2.2 Submit verification documents (e.g., MSFC Form 4083) to certifying officer.

2.3 Supervisor shall:

2.3.1 Identify competency level and document any skills or tasks requiring training and document the required developmental assignments, OJT, or training courses that prepare the employee adequately for those skills or tasks and complete the NASA Headquarters Annual Training Needs Assessment.

2.3.2 Determine if certifications are required per MWI 3410.1, or applicable MSFC policies and process specifications.

2.3.3 Ensure other necessary training, proficiency examinations, and OJT are provided, accomplished, and documented.

2.3.4 Contact training coordinator to schedule required training.

2.4 Certifying Officer shall:

Marshall Procedural Requirements HS01		
Training	MPR 3410.1	Revision: F
	Date: January 17, 2006	Page 8 of 15

2.4.1 Review and approve detailed certification/training requirements for safety functions as defined in MWI 3410.1, and approve requests for deviations of training or certification requirements.

2.4.2 Review qualification documents and certify employees.

2.4.3 Enter records into Certification Database.

2.4.4 When necessary, submit a record of training to the training coordinator/supervisor on a quarterly basis.

2.4.5 Consult with supervisor approximately 6 months prior to expiration of certification.

2.4.6 Approve courses.

2.5 Training Coordinator shall:

2.5.1 Provide training programs for MSFC personnel performing services directly affecting SHE, and determine if the course syllabus is in the course catalog.

2.5.2 Coordinate development of new training course(s) with certifying officer, and maintain appropriate training records.

2.5.3 Issue an annual call for organizations to review their training material for currency/accuracy and track the responses.

2.6 Proficiency Examiner shall:

2.6.1 Review training consultants' courses for technical adequacy, and ensure that training meets minimum proficiency requirements.

2.6.2 Develop course syllabus.

2.6.3 Complete course roster which indicates a satisfactory/unsatisfactory rating.

2.6.4 Ensure that the course is developed in accordance with the certification requirements.

2.7 MSFC Organizations/Subject Experts that develop training shall be responsible for reviewing their training material annually to ensure that it is current and accurate. The results of this review shall be reported to the Human Resources Department.

3. PROCEDURE

Marshall Procedural Requirements HS01		
Training	MPR 3410.1	Revision: F
	Date: January 17, 2006	Page 9 of 15

3.1 It is the responsibility of the supervisor to determine whether specific training and/or certification is necessary before an employee is allowed to perform certain functions that are a part of his or her overall position and to document such determinations. In some cases, training and certification are prerequisites for assignment to a position. Only in such cases shall a training/certification check be a part of the qualification determination performed by the Human Resources Department prior to filling the position. Training and skills certification shall be accomplished as outlined below:

<u>Actionee</u>		<u>Action</u>
Employee Services & Operations Offices	3.1.1	Approves the Standard Form 52 Personnel Actions which signifies that the individual's qualifications for the position have been reviewed and the individual was determined to be qualified for the position.
Supervisor	3.1.2	Utilizes MSFC Form 4333, or substantial equivalent, to identify any skill or task requiring training, and to document the required developmental assignments, OJT, or training courses.
Supervisor	3.1.3	Determines if certifications are required per MWI 3410.1 or applicable MSFC policies and process specifications. Ensures other necessary training; OJT is provided, accomplished, and documented, along with proficiency examinations.
Supervisor	3.1.4	Maintains a list of operations that require certification and special training in the respective organization, coordinates certification requirements with the certifying officer, and requests approval for deviations of training or certification requirements.
Certifying Officer	3.1.5	Reviews and approves detailed certification/training requirements for SHE functions as defined in MWI 3410.1, and approves requests for deviations from training or certification requirements.
Supervisor	3.1.6	Contacts training coordinator to schedule required training.
Training Coordinator	3.1.7	Determines if the course is in the course catalog/syllabus. If yes, go to Step 3.1.8; and if no, go to Step 3.1.13.
Employee	3.1.8	Registers, attends, and completes training.
Certification Examiner	3.1.9	Reviews training consultant's courses for technical adequacy, develops course syllabus, ensures that the training met

Marshall Procedural Requirements HS01		
Training	MPR 3410.1	Revision: F
	Date: January 17, 2006	Page 10 of 15

minimum proficiency requirements, and completes course roster which indicates a satisfactory/unsatisfactory rating.

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|------------------------|--------|--|
| Employee | 3.1.10 | Submits verification documents (e.g., MSFC Form 4083) to certifying officer. |
| Certifying Officer | 3.1.11 | Reviews qualification documents, certifies employees, enters records into Certification Database, and when necessary submits a record of training to the training coordinator. |
| Certifying Officer | 3.1.12 | Notifies supervisor/employee approximately 6 months prior to expiration of certification (return to Step 3.1.6). |
| Training Coordinator | 3.1.13 | Coordinates development of new training course(s) with certifying officer and maintains appropriate training records. |
| Certification Examiner | 3.1.14 | Ensures that the course is developed in accordance with the certification requirements. |
| Certifying Officer | 3.1.15 | Approves course. Go to Step 3.1.8. |

3.2 Centerwide mandatory training shall require a memorandum from the Center Director. Any MSFC employee who fails to complete mandatory training shall be informed by his or her supervisor during the employee's performance evaluation.

3.3 Developmental Programs, such as the Academic/Full Time Study, Leadership/Executive, Professional Intern, etc., are described in the Learning & Organization Development Office level 4 documents. For the programs that interface with the Center, call letters providing information and instructions for input/response are periodically issued to all/appropriate organizations.

3.4 All Training and Organizational Development activities shall be approved through the Office of Human Capital. Each request shall be assessed by the requesting organization consistent with the business objective of the Center and their strategic goals in support of mission accomplishments. All planned/unplanned activities shall adhere to the guidelines in the "Federal Travel Regulation (FTR 301-74) Appendix E.

3.5 Courseware developed by organizations/subject matter experts shall be reviewed once a year and approved through the responsible organizations.

3.6 SHE Training is an important factor in preventing mishaps and occupational injuries and illnesses at the Center. In some cases, Federal regulations require safety training for employees performing specific jobs. At a minimum, all NASA employees shall receive appropriate training at the time of initial job assignment and periodically as needed. Additional training may be necessary for employees who are reassigned, or whenever new equipment, procedures, or

Marshall Procedural Requirements HS01		
Training	MPR 3410.1	Revision: F
	Date: January 17, 2006	Page 11 of 15

chemicals are introduced, or to improve current employee work habits. Employee training shall be documented and records kept for as long as the employee fills that position.

3.6.1 Requirements for SHE training are derived from applicable regulations (federal, state, and local), technical standards adopted by the Agency or Center, Agency and Center directives, and other documented specifications for process and/or hazard control.

3.6.2 Supervisors shall be responsible for identifying employee SHE training needs, including the need for specialized training listed in Figure 1, and for assuring that employees assigned to perform work with potential hazards are properly trained and qualified to do that work.

TRAINING SPECIALITY [Reference]
1. New Employees [29 CFR 1960]
2. New Supervisors [29 CFR 1960]
3. NEW Senior Executive Service (SES) Managers
4. Building Manager/Area Lead Training
5. Safety & Health Committees [29 CFR 1960]
6. Test Area Access
7. Ionizing Radiation [29 CFR 1910.96]
8. Laboratory Safety [29 CFR 1910.1450]
9. Lockout/Tagout Affected/Other Employees [29 CFR 1910.147]
10. Open Surface Tanks [29 CFR 1910.94]
11. Personal Protective Equipment (PPE) [29 CFR 1910.132]
12. Scaffolds [29 CFR 1910.28]
13. Woodworking Machines [29 CFR 1910.213]

Figure 1

3.6.3 The Industrial Safety Department shall maintain a list of specialties that require safety training (Figure 1).

3.6.4 SHE training requirement(s) shall be applied to personnel based on their work location, position title, scope of authority, assigned job functions or work tasks, and/or anticipated exposure to potential hazards. MSFC civil service and contractor employees shall receive appropriate training at the time of initial job/task assignment, and periodically as needed or mandated, to establish and maintain competency in identifying, understanding, and controlling potential hazards associated with their job, tasks, and work environment.

3.6.5 An employee's need for SHE training shall be re-evaluated and fulfilled following each position reassignment, change in scope of work or authority, and physical relocation; and whenever changes occur in responsible organizations, facilities, equipment, materials, chemicals, processes, and/or procedures that could impact employee hazard exposures. Additional training

Marshall Procedural Requirements HS01		
Training	MPR 3410.1	Revision: F
	Date: January 17, 2006	Page 12 of 15

requirements shall be imposed, if needed, to improve adherence to safe and/or best work practices.

3.6.6 Scheduled SHE training courses with enrollment open to the Center's workforce are posted on the SHE Training Web page, accessed through the SHE Web site. The Web page includes functions for direct registration, view of registrant lists, and access to course descriptions, and is updated on a frequent basis. Courses with an additional opening are identified. Information on upcoming SHE training courses is also published periodically in Inside Marshall Today, MSFC Employee Television.

3.6.7 SHE training of employees shall be documented, and records shall be kept as long as an employee fills a position that requires that training. Such records are particularly important for compliance with federal and state regulations that require initial comprehensive training, which serve as a prerequisite for all mandated periodic refresher training.

3.6.8 MSFC organizations shall be responsible for completing the annual Safety Training Needs Assessment as directed. The information compiled from this survey supports the selection and scheduling of SHE training courses, conducted by the NASA Safety Training Center, which are open to civil service and contractor employees.

4. RECORDS

4.1 Responsible organizations shall retain records in accordance with their documentation and NPR 1441.1, "NASA Records Retention Schedules." The minimum documentation which supports personnel certification shall consist of:

4.1.1 The documented certification requirements (training plan, tests [oral, written, proficiency]), and specifications for each operation.

4.1.2 The recertification intervals for each operation as necessary.

4.1.3 A list of personnel currently certified for each operation.

4.1.4 A physician's signature attesting to the operator's physical abilities as required by the certification specification. The MSFC Form 4083 and 4083-2 shall provide specific instructions in obtaining certification.

4.1.5 Records of specific OJT required for the position. These records shall be maintained by the supervisor for as long as the employee fills that position (NRRS 3/33/H).

4.1.6 Any training where a MSFC Training Form 59, training course roster, or course completion certificate is submitted and maintained in the training database per NRRS 3/33. Records shall be retained for five years, and dispositioned by the Training and Incentives Office.

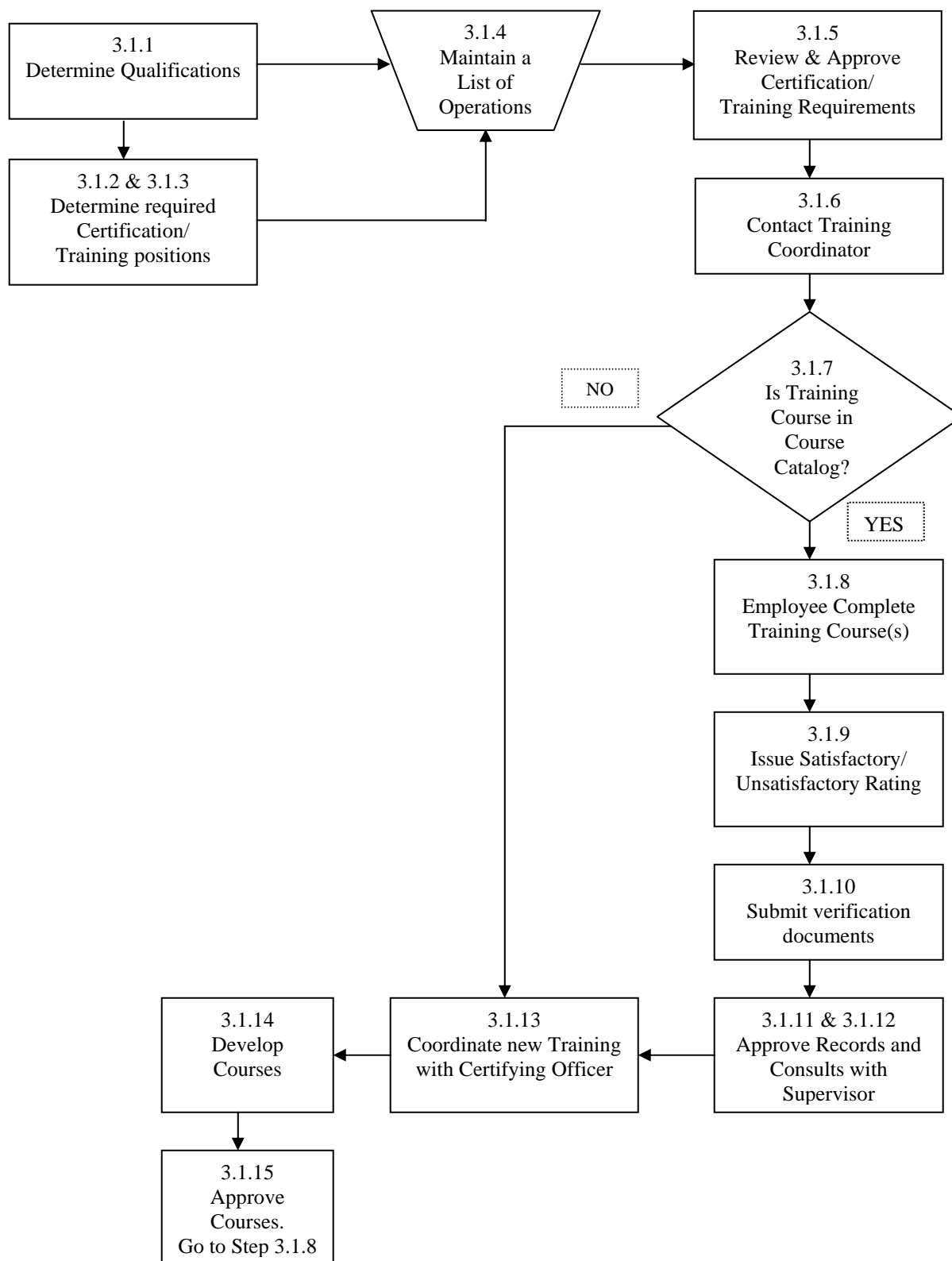
Marshall Procedural Requirements HS01		
Training	MPR 3410.1	Revision: F
	Date: January 17, 2006	Page 13 of 15

4.2 The approved Standard Form 52 Request for Personnel Actions shall support personnel qualification for each position.

4.3 Annual reviews of training material shall be maintained by the Training and Incentives Office per NRRS 3/33/A/1; retain for five years.

Marshall Procedural Requirements HS01		
Training	MPR 3410.1	Revision: F
	Date: January 17, 2006	Page 14 of 15

5. FLOW DIAGRAM



Marshall Procedural Requirements HS01		
Training	MPR 3410.1	Revision: F
	Date: January 17, 2006	Page 15 of 15

APPENDIX

A.1 Internal audits of the overall personnel certification/qualification training and maintenance program shall be conducted in accordance with MPR 1280.6.

A.2 Marshall Work Instruction (MWI) 3410.1 shall be used to train and certify manufacturing and inspection personnel performing manufacturing, assembly, and test of flight and flight-associated hardware.

A.3 Safety training and certification requirements are provided in MWI 3410.1.

A.4 Training needs (such as OJT) and/or certification, in addition to basic qualifications which are prerequisites for performing specific tasks, shall be determined by the supervisor. If specific training is required, supervisors shall document that training is necessary. Note: Documentation was not required, and therefore may not exist, for employees who began performing such functions before September 1, 1997, except for employees performing functions subject to certification.

A.2 FORMS

A.2.1 MSFC Form 59, "Request for Approval of Training"

A.2.2 Standard Form 52, "Request for Personnel Actions"

A.2.3 MSFC Form 4083, "Personnel Certification"

A.2.4 MSFC Form 4333, "Training Requirements Plan"